

JUNEAU COUNTY POSITION DESCRIPTION

JOB TITLE: Community Health Educator

Substance Abuse-Free Environment (SAFE) Coalition Project Coordinator

DEPARTMENT: Health Department

DIRECT REPORT TO: Health Officer, Health Department

GRADE: 19

SALARY RANGE: \$ 22.6298 - \$ 28.8330

FT. X

PT.

A. ESSENTIAL RESPONSIBILITIES AND GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES

Under the guidance of Substance Abuse-Free Environment's Steering Committee and the SAFE Project Director ensure, promote, and expand youth alcohol and drug use prevention activities and environmental strategies. This position is employed as a Community Health Educator by the Juneau County Health Department and reports to the Juneau County Health Department's Health Officer, who serves as the SAFE Project Director. Examples of essential responsibilities to Substance Abuse-Free Environment's Steering Committee /Coalition include:

- Actively participates in all required SAFE activities, meetings and trainings
- Mobilizes and engages coalition members in the SAFE action plan and evaluation efforts
- Completes monthly and quarterly reports,
- Works and communicates effectively with the all SAFE members to promote collaboration, problem solving, and follow-through with their responsibilities
- Investigates opportunities to expand prevention efforts
- Provides SAFE Steering Committee/Coalition staff support for governance, leadership, and meeting facilitation
- Implements routine internal and external communication and recognition efforts to promote the coalition in Juneau County.
- Plans and implements coalition development and infrastructure maintenance, including recruitment, orientation, and engagement of members
- Works in collaboration with local, regional, and statewide partners on local and statewide initiatives
- Advocates and represents SAFE coalition's work at community meetings and events
- Maintains excellent communication and accountability to the SAFE Steering Committee and Coalition
- Travel as required by the Drug Free Communities grant application
- Other work as necessary

B. QUALIFICATIONS/EDUCATION/SKILLS/EXPERIENCE

A candidate will qualify for this professional position with:

- Minimum of a Bachelor's in Community Health Education or a closely related area

- Experience in public relations, including media relations and excellent organizational skills
- Has a knowledge of community organizations and community resources
- Comfortable working independently, self-starter, and manages time effectively
- Proficient with computers, especially Microsoft Office
- Effectively communicates and collaborates with a variety of individuals and agencies.
- Possess a valid driver's license and owns a means of reliable transportation.

A well-qualified candidate will possess training and experience in the following key areas.

- Experience with AODA prevention grants
- Experience in managing, coordinating, implementing, and monitoring, program/grant strategies and activities.
- Understanding of the Strategic Prevention Framework.
- Knowledge of the role, functions, and practices of a local health department.

C. ENVIRONMENTAL WORKING CONDITIONS AND PHYSICAL DEMANDS OF THE POSITION

- Ability to talk, hear, see, stand, stoop, kneel, crouch and manage stairs.
- Some moving of furniture required.
- Ability to work under safe and comfortable conditions with exposure to disease and changing weather conditions.

D. EQUIPMENT USED

- Computer, fax machine, telephone, photocopier, calculator.

EEOC/AA/ADA

Juneau County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

This position description has been prepared to assist defining job responsibilities, physical demands, working conditions and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under supervision. The County retains and reserves any or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment, to be proper.